

BASIC COMPUTING



PRESENTS.....



Learn how to use a computer to manage daily tasks.

Learn how to:

- Send and receive emails
- Surf the internet
- Participate in social media
- Save, send and received images & media
- Download material safely
- Type and word-process documents
- Build record-keeping spreadsheets
- Create publications and notices
- Conduct banking and other transactions online

Morning and afternoon tea provided.

Interactive Lessons

9.30am ~ 2.00pm

Location:

Fremantle Education Centre,
Corner Cantonment & Parry Streets

Phone 9335 5444

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